



**City of Gulfport, Mississippi**  
Job Description

## **Assistant to the City Engineer** (AENG)

Department: 325 - Engineering  
EEO Class: Professional  
Date Revised: 1.30.2009

FLSA Status: Exempt  
Date Approved:

### **Position Overview**

The Assistant to the City Engineer will manage in-house design projects and drainage/sewer improvements, aid in the implementation of the city's GIS system and oversee city standards and policies. Assists in management of all phases of engineering design, and construction inspections.

### **Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Develops and implements goals, objectives, performance standards, policies and procedures; reviews policies and procedures and recommends modifications, as warranted; plans, organizes, directs and evaluates the functions and activities of the Engineering Department.
- Supervises, trains, and evaluates personnel; and acts as division head in the absence of the Director of Engineering.
- Schedules, monitors and evaluates the work of personnel involved with design, surveying, inspection and flood plain administration.
- Assists in project administration for engineering departments.
- Supervises construction inspection; resolves conflicts between plans and specifications. Makes field adjustments where required and prepares change orders when needed.
- Reviews subdivision plats, drainage plans, public improvements and drainage improvements of new subdivisions for compliance with city standards, specifications and ordinances.
- Acts as advisor to planning division for engineering concerns regarding new development.

- Meets with developers and advises them on problems or conditions regarding the development of their property.
- Attends meetings of the Planning Commission and other government bodies to represent the Engineering Department.

### **Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge and experience with drainage ordinances, hydraulic engineering, and storm water calculations and engineering methods.
- Ability to effectively communicate with city and community leaders, design professionals, contractors, and the public.
- Management skills including directing of personnel and projects and task assignment and coordination.
- Must have good communication skills both orally and in writing.
- Must provide proficient in engineering skills and knowledge, including water distribution systems, sanitary sewer systems, paving, and drainage facilities.
- Ability to use computers and engineering software to enhance budget and design skills and productions.
- Effectively learn, interpret and appropriately apply City, department and division policies, procedures, rules and regulations, terminology, City Geographical Information Systems (GIS), city maps and records system.
- Work additional hours as necessary to meet deadlines and attend night meetings; be on call for emergencies; travel to attend meetings, seminars, and conferences during work and non-work hours.
- Keep current on changes/trends/technology in the engineering field.

**Education and Experience**

Graduate from an accredited college with a 4 year degree in Civil Engineering or 5 years experience in engineering as a supervisor.

**Necessary Special Requirements**

Possession of a certificate of registration as a professional engineer as issued by the Mississippi State Board of Registration for Professional Engineers and Land Surveyors; or be able to acquire this certificate within a period of one year.

**Required Licenses or Certificates**

Must possess a valid driver's license.

**Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.

Ability to sit, stand and drive a vehicle to and from worksites. Employee will be exposed to seasonal temperatures while inspecting sites.